

REQUEST FOR PROPOSALS

**EMPLOYEE ASSISTANCE PROGRAM TO PROVIDE
COUNSELING FOR CITY/BLW EMPLOYEES AND
FAMILY MEMBERS
RFP-16-38191**



**CITY OF MARIETTA
PURCHASING DEPARTMENT
205 Lawrence Street
Marietta, Georgia
30060**

TABLE OF CONTENTS

**REQUEST FOR PROPOSAL NO. RFP-16-38191
FOR
EMPLOYEE ASSISTANCE PROGRAM TO PROVIDE COUNSELING FOR
CITY/BLW EMPLOYEES AND FAMILY MEMBERS**

<u>TITLE</u>	<u>PAGE</u>
INSTRUCTIONS TO PROPOSERS	1 - 14
SPECIFICATIONS/SCOPE OF WORK Exhibit D	S-1 – S-5



INSTRUCTIONS TO PROPOSER FOR REQUEST FOR PROPOSALS

ARTICLE 1 TIME AND DATE DUE

The City of Marietta, a political subdivision of the State of Georgia (hereinafter "City of Marietta" or the "City") shall receive sealed proposals from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Georgia or authorized to conduct business in the State of Georgia until:

11:00 A.M., Tuesday, October 27, 2015

For the following

**EMPLOYEE ASSISTANCE PROGRAM TO PROVIDE COUNSELING FOR CITY/BLW
EMPLOYEES AND FAMILY MEMBERS**

RFP 16-38191

All proposal requirements shall be in accordance with Specifications entitled Employee Assistance Program to Provide Counseling for City/BLW Employees and Family Members , pages S1 – S5 and attached hereto.

All information to be submitted with proposal is contained in the attached Specifications. Failure to provide the required information could result in proposal being declared non-responsive.

ARTICLE 2 OPENING LOCATION & TIME

This proposal shall be opened at 11:00 A.M., Tuesday, October 27, 2015 at the City of Marietta, Purchasing Department, First Floor, and 205 Lawrence Street, Marietta, Georgia 30060. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. The proposal opening time shall be strictly observed. Under no circumstance shall proposals delivered after the specified time be considered. Such proposals will be returned unopened.

ARTICLE 3 DELIVERY REQUIREMENTS

Any proposals received after the stated time and date shall not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the City of Marietta Purchasing Department for receipt on or before the above stated time and date. If a proposal is sent by the U.S. Postal Service, the proposer shall be responsible for its timely delivery to the Purchasing Department. Proposals delayed by the mail shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

ARTICLE 4 CLARIFICATION & ADDENDA

Each proposer shall examine all invitation for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the invitation to proposal shall be made through, The City of Marietta, Purchasing Department. The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposers who have secured the same, however, it shall be the responsibility of each proposer prior to submitting their proposal to contact the City of Marietta, Purchasing Department at (770) 794-5698 or cdorough@mariettaga.gov to determine if any addenda were issued and to make sure such addenda is a part of their proposal. EACH PROPOSER SHALL ACKNOWLEDGE IN ITS PROPOSAL ALL ADDENDA RECEIVED.

ARTICLE 5 USE, CLARIFICATION AND RETURN OF DRAWINGS AND SPECIFICATIONS

All Drawings and Specifications for the work are the sole property of the Owner and intended solely for use in the work contemplated in such Drawings and Specifications. Except for a proposer whose proposal is accepted, said Drawings and Specifications shall be returned in good condition immediately upon receipt of notification that a proposal has been accepted or that no award of said proposal shall be accepted.

If there are any discrepancies in, or omissions from, the Drawings or Specifications, or if the proposer is in doubt as to the true meaning of any part of the Contract Document, he shall request clarification from The Purchasing Department. Such request shall be in writing and shall be made not less than forty-eight hours prior to the time scheduled for the termination of proposal. Interpretations in response to inquiries for any proposer, clarifications or corrections issued in in the form of addenda shall be mailed to each proposer. If the proposer fails to request clarification regarding methods of performing work or the material required, his proposal shall be deemed to include the method requiring the greater quantity of work or material or upon the material of greatest cost indicated.

ARTICLE 6 BUSINESS LICENSE /OCCUPATIONAL LICENSE

The proposer shall provide appropriate proof of an Occupational Tax license.

ARTICLE 7 SEALED & MARKED

FOUR (4) SIGNED COPIES OF YOUR PROPOSAL SHALL BE SUMITTED IN ONE SEALED PACKAGE, CLEARLY MARKED ON THE OUTSIDE:

REQUEST FOR PROPOSAL

EMPLOYEE ASSISTANCE PROGRAM TO PROVIDE COUNSELING FOR CITY/BLW EMPLOYEES AND FAMILY MEMBERS

RFP 16-38191

and addressed to: City of Marietta, Purchasing Department
 205 Lawrence Street
 Marietta, Georgia 30060
 Attention: Cindy Dorough

ARTICLE 8 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone of the respective proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

ARTICLE 9 PROPOSAL EXPENSES

All expenses for making proposals to the City are to be borne by the proposer.

ARTICLE 10 IRREVOCABLE OFFER

Any proposal may be withdrawn up until the date and time set above for the opening of proposal. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for a period of 60 days to sell to The City of Marietta the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the City. All prices shall be quoted F.O.B. City of Marietta, Georgia.

Proposal modifications shall be accepted from a proposer only if received prior to the scheduled proposal opening, in writing, properly signed by the authorized representative of the proposer's (company, firm, partnership, individual). Proposal modifications shall be submitted as referenced in Article No. 8 and clearly marked "PROPOSAL MODIFICATIONS."

Obvious mathematical errors shall be corrected by the City, i.e.: misplaced decimal points shall be corrected; in discrepancies between unit price vs. extended price, unit price shall govern; errors in extension of unit prices shall be corrected and mathematical errors shall be corrected.

ARTICLE 11 RESERVED RIGHTS

The City reserves the right to accept or reject any and or all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City of Marietta or to request re-proposal. The City reserves the right to accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City.

For each item or for all items combined, the proposal of the lowest, responsible and responsive proposer shall be accepted, unless all proposals are rejected. The lowest responsive proposer shall mean the proposer who makes the lowest proposal to sell goods and/or services of a quality which conforms closest to the quality of goods and/or services set forth in the attached specifications or otherwise required by the City, and conforms to all material aspects of the requirements set forth in the invitation for proposal. To be a responsible proposer, the proposer shall be fit and capable to perform the work as required, shall have the capability in all respects to perform fully the contract requirements, and shall have the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit, which shall assure good faith performance. Also, the City reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to deliver the goods or service requested.

Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to current financial statements, verification of availability of equipment and personnel, and past performance records.

ARTICLE 12 APPLICABLE LAWS

Proposers shall be authorized to transact business in the State of Georgia. All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City of Marietta shall apply to any resulting agreement.

ARTICLE 13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a part to a violation of the State of Georgia, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for goods or services for the City of Marietta.

ARTICLE 14 COLLUSION

By offering a submission to this invitation for proposal, the proposer certifies that the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- 14.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor;
- 14.2 Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and shall not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor;
- 14.3 No attempt has been made or shall be made by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- 14.4 The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- 14.5 No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business.

ARTICLE 15 CONTRACT FORMS

Any agreement, contract or Purchase Order resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, in words and numerical, written in ink or typed, the price for which he shall perform the work or supply the items required by the specifications, plans and contract documents. Any erasures, delineations or alterations are to be clear and initialed by the person signing.

ARTICLE 16 NOTICE OF ACCEPTANCE

Owner shall notify the successful proposer of its acceptance of the proposal by depositing an executed copy thereof in the United States mail. Such notice shall be sent by certified mail, with postage prepaid, to the name and address of such proposer as stated in the proposal. Unsuccessful proposers shall be notified first-class mail.

ARTICLE 17 PROPOSAL FORMS, VARIANCES, ALTERNATES

Proposers shall indicate any and all variances/exceptions from the City requested specifications, terms, and conditions on sheet entitled **“EXHIBIT B”**. Providing there have been no variances/exceptions or alterations attached to said proposal, it shall be assumed that the proposer is meeting all requirement of the specifications. Alternate proposals may or may not be considered at the sole discretion of the City.

ARTICLE 18 DISCOUNTS

Any and all discounts shall be incorporated as a reduction in the proposal price and not shown separately. The price as shown on the proposal shall be the price used in determining awards.

ARTICLE 19 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the proposer wishes to make substitution to the specifications, proposer shall furnish to the City the name of the manufacturer, the model number, and other identifying data and information necessary to aid the City in evaluating the substitution, and such substitution shall be subject to City approval. Substitutions shall be approved only if determined by the City to be equivalent to the specifications. A proposal containing a substitution is not accepted until such time as it is approved by the City.

ARTICLE 20 TAXES

The City of Marietta is exempt from Federal Excise and State Sale Taxes; therefore the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. The City of Marietta does not intend to imply that a proposer has no independent tax liability.

ARTICLE 21 USE OF TRADE NAMES

Brand or trade names referenced in specifications are for comparison purposes only. Proposers may submit proposals on items manufactured by other than the manufacturer specified. In these instances, proposals shall be accompanied with all descriptive information necessary for a through evaluation of the proposed materials, equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variance from, or exception taken to the specifications.

Failure of any proposer to furnish this data shall be cause for rejection of specified item(s) to which it pertains.

ARTICLE 22 REGULATIONS, CODES AND STANDARDS

It shall be the responsibility of each supplier to assure compliance with any and all Codes & Standards including but not limited to OSHA, EPA LIFESAFETY, ANSI ASTM, UA, HIPAA and/or other Federal or State of Georgia rules, regulations or other requirements, as each may apply.

When applicable, and as required under the provisions of Georgia's Right-To-Know-Law, the manufacturer, importer or distributor of a toxic substance shall provide a material safety sheet with the proposal.

ARTICLE 23 AUTHORIZED PRODUCTION REPRESENTATION

The successful proposer(s) by virtue of submitting the name and specifications of a manufacturer's product, shall be required to furnish the named manufacturer's product. By virtue of submission of the stated documents it shall be presumed by the City that the proposer(s) is/are legally authorized to submit, and the successful proposer(s) shall be legally bound to perform according to the documents.

ARTICLE 24 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of Marietta, Marietta, Georgia, in accordance with the provisions of Title VI of The Civil Rights Act of 1964(78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it shall affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals in response to this advertisement and shall not be discriminated against on the grounds of race, color, disability or national origin in consideration for an award.

ARTICLE 25 DRUG FREE WORKPLACE

The City of Marietta is a DRUG FREE WORKPLACE. It is strongly suggested that the attached Drug Free Workplace Form (Exhibit A) be signed and returned to this office with the proposal. In the event of a tie proposal, receipt of a valid signed and accurate form may be used as basis for awarding the contract.

ARTICLE 26 CONFIRMATION OF PROPOSALS

Proposer interested in receiving a copy of the proposal tabulation/evaluation sheet should enclose a stamped, self addressed envelope with the proposal. Allow thirty (30) days minimum for a reply.

ARTICLE 27 INSURANCE, INDEMNIFICATION, AND LIABILITY

Owner requires the vendor to have and maintain the following insurance coverage and indemnification provisions:

A. INSURANCE

The Contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers, showing that it carries insurance in the following minimum limits:

I. Worker's Compensation Insurance Statutory

II. Comprehensive General Liability Insurance including:

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage	\$500,000 per person
	\$500,000 annual aggregate

III. Automobile Liability Insurance including:

\$500,000 combined single limit

B. INDEMNIFICATION

The Contractor agrees to indemnify and save harmless the Owner, its agents, assigns, and employees from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from performance of work hereunder by contractor or his employees, agents, servants, associates or subcontractors however such injuries or death or damage to property may be caused.

C. LIMITATIONS OF LIABILITY

Owner shall not be liable in contract or in tort (including negligence) to Vendor, subcontractor or suppliers of Vendor, regardless of tier, for incidental or consequential damages arising out of or resulting from Owner's performance or nonperformance of its obligations under this Agreement, or from Owner's termination or suspension of the services under this Agreement.

ARTICLE 28 WORK AUTHORIZATION PROGRAM

Contractor affidavit and agreement and subcontractor affidavit and agreement are attached (Exhibit C). it is required that these forms be signed and returned to this office with the proposal.

EXHIBIT A

Drug Free Work Place Certification

Identical Tie Proposals - Preference shall be given to businesses with drug-free workplace program. Whenever two or more proposals which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has implemented a drug-free work place program shall be given preference in the award process. Established procedures processing tie proposals shall be followed if none of the tied vendors have drug-free workplace program. In order to have a drug-free workplace, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.**
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in subsection (1).**
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later that five (5) days after such conviction.**
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

AUTHORIZED SIGNATURE

EXHIBIT B
ALTERATIONS /EXCEPTIONS

SPECIAL INSTRUCTIONS: ALL ITEMS SHALL BE TYPED OR PRINTED

Exhibit "C"

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	CITY OF MARIETTA
City Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Marietta, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Marietta at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
State Entity's Name:	CITY OF MARIETTA
City Solicitation/ Contract No.:	

ADDITIONAL INSTRUCTIONS TO CONTRACTOR: Identify all subcontractors used to perform under the city contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the City of Marietta within five (5) days of the addition of any new subcontractor used to perform under the identified state contract.

Contractor's Name:	
Subcontractors:	

**IMMIGRATION AND SECURITY FORM
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

Contractor's Name:	
Subcontractor's (Your) Name:	
State Entity's Name:	CITY OF MARIETTA
City Solicitation/ Contract No.:	

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the City of Marietta identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify™ User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

EXHIBIT “D”

REQUEST FOR PROPOSAL FOR EMPLOYEE ASSISTANCE PROGRAM TO PROVIDE COUNSELING FOR CITY/BLW EMPLOYEES AND FAMILY MEMBERS

SPECIFICATIONS AND OBJECTIVES:

The City of Marietta/Board of Lights and Water is seeking proposals for an Employee Assistance Program to assist employees and their families in dealing with personal problems that can and do affect work performance, including marital and family issues, alcohol and drug abuse, and psychological issues including depression, personality disorders, and stress. This type of assistance is necessary because according to many studies, the problem employee is absent more frequently than other employees, has a greater accident rate, utilizes more sick leave, has more workers' compensation claims, and functions at a reduced capacity. Conservatively, at least 20% of any workforce at any point in time is having personal problems that may affect job performance, including 15% of workers, statistically, who have a drug and/or alcohol problem.

Specifications:

- The City/BLW is looking for a program whereby employees and their family members can call a toll-free telephone number at any time of the day or night to get help. All calls should be confidential and each caller should be able to access a counselor. An appointment should be scheduled if the caller is not in crisis, or if necessary, same day appointments should be available.
- The EAP staff should have counselors fluent in Spanish and other languages, or provide interpreters for people who do not communicate well in English.
- Most employees/family members will self-refer to the EAP, but City/BLW supervisors/managers will also need to refer employees who are having difficulties, including conflicts with coworkers, supervisors, or customers. Then the counselor will assess the problem(s), come up with an action plan to resolve it, and gain the client's cooperation with the plan.

- Those who need more help than can be provided through the EAP process should receive a referral from the EAP for on-going help outside the EAP. This referral would not be covered by this benefit, but may be covered by City/BLW health insurance coverage.
- The other key role to be played by the EAP is as a resource to City/BLW supervisors/managers who are dealing with a troubled employee. Counselors will provide training to supervisors/managers on how to identify a troubled employee and make an appropriate referral to the EAP. The training shall teach supervisors/managers to focus only on job performance and avoid diagnosing the problem when making a referral, thereby complying with federal, state, and local law on privacy issues.
- The supervisor/manager should also be trained to avoid being manipulated and sidetracked by the employee, and allow the counselor to determine the true problem.
- Supervisors/managers should also be able to call the EAP at any time for help with other issues, including the psychological ramifications of trauma such as witnessing a death, violence in the workplace, death of a co-worker, or a natural disaster.
- Training should take place at least once a year to cover supervisors/managers who are new to the job and have not received training previously.
- The EAP will be expected to do an on-site “Critical Incident Stress Debriefing” as needed, which gives employees immediate psychological help and coping tools that are vital in returning to normalcy as soon as possible.
- When a supervisor/manager makes a referral, the employee will be asked to sign a limited release of information so that the counselor can tell the supervisor/manager if the appointment was kept and whether or not the employee is motivated to solve the problem.
- The City/BLW expects the EAP provider to supply utilization reports on a quarterly basis, giving statistical information on utilization, without identifying employees, to provide a snapshot of patterns of usage, and whether or not the benefit may need adjustment.
- Counselors should also be available to present workplace seminars on topics such as coping with stress, drug and alcohol issues, and sexual harassment and hostile work environment, as requested by the City/BLW Department of Human Resources and Risk Management.
- Training and seminar costs should be itemized separately from the counseling services, both in the proposal response and as part of the billing process after the contract is awarded.
- All counselors should be fully licensed professionals.

- A list of other clients in the metro-Atlanta area should be provided with whom you have worked or are currently working to provide an EAP.
- *The initial contract period will be for a year, running from the January 1, 2016, through December 31, 2016. The City may extend the contract for three periods upon mutual agreement by both parties.*
- The initial offering of this benefit to employees is approximately a one-year provisional period (see item above), and may be discontinued if utilization is low, service delivery does not meet expectations, funding is not available, or for other reasons in the discretion of the City/BLW. Should the City/BLW decide to discontinue the benefit, a 30-day notice will be provided.

Objectives:

The major objectives of the program are:

- Increase in productivity including a reduction in sick leave usage
- Provide the education component of the Drug Free Workplace Act
- Benefit cost containment including medical and workers' compensation
- Conflict resolution strategies
- Group dynamics training

The long-term goals of the program are:

- Reduction of benefit costs
- Better, more productive utilization of the allocated human resources, so that additional positions are not needed or requested
- Salvaging formerly dedicated, talented employees who have become troubled, conflict prone, and have turned into "problem employees."
- Assistance with retention of health, fully functioning employees so that there is a reduction in recruitment and training cost and time
- Providing a proactive way of solving problems affecting the workplace
- Avoidance of supervisor/manager missteps in dealing with troubled employees which can lead to costly lawsuits

Parameters:

The City of Marietta/Board of Lights and Water has approximately 730 employees who would be covered by this program. The number of supervisors and managers is approximately 75.

Proposal Format & Additional Requirements:

The proposer's response package must include, as a minimum, the following items:

- A. Cover Letter. All proposals must include a cover letter submitted under the firm's name and on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the City. The cover letter must also identify the primary contact for this proposal and include the City's RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter. Include your firm's name, home office, and address of the office providing services under the contract along with the telephone number, e-mail, and fax number.
- B. A general description of the firm, including size, number of employees, primary business, other business or services, type of organization (franchise, corporation, partnership, etc.) and other descriptive material.
- C. Identification and professional credentials of the supervising consultant/psychiatrist/psychologist to be assigned to the engagement. Identification and professional credentials of any secondary professional staff and all supporting staff who will be providing services under this engagement. Specifically outline any experience of engagement staff.
- D. A description of the methodology and standards to be used in the process of this service.
- E. A statement of the availability and location of all staff and other required resources for performing all services and providing deliverables within indicated time frames. Statement as to whether or not the services outlined herein can be performed using present staff and computer equipment.
- F. A list of agencies (public and private) for which the firm currently provides employee assistance program services, including the system name, approximate number of participants, number of years the firm has been retained and contact data (address, telephone, etc.). Please indicate the size and scope of the employee assistance program and briefly describe the services provided.
- G. A description of the vendor's understanding of the work to be performed. Sufficient description must be provided so that evaluators will be convinced that the desired services are understood and will be provided in a high quality, professional fashion by proposer. Any special procedures, approaches or methodologies suggested by proposer should be highlighted in this section.

- H. Renewal options, including any cost guarantees offered over the next three years, at a minimum
- I. An outline of costs for services described herein and an hourly rate for additional services as may be deemed necessary by the City/BLW.
- J. Include the signed Drug Free Workplace (exhibit A) form and the signed contractor affidavit (exhibit C)

Evaluation Criteria

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm will be at the discretion of the City and will be based on the proposal that the City deems to be the most responsive and responsible and serves the best interests of the City. It is the intent of the City to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Proposals will be evaluated based on the following criteria (in relative order of importance)

1. Firm Experience and Qualifications

- Experience with projects of similar type and scope
- Experience with private and public sector organizations

2. Staff Expertise/Implementation and Operational Teams

- The experience of staff proposed to be involved in the project
- Proven and demonstrated hands-on expertise of key management team members and staff in this area of work

3. Project Methodology and Structure

Description of the approach, methodology, and project structure to be used to satisfy the City's project scope and objectives.

4. Financial Proposal

Total cost to City as it relates to the services

5. References

Feedback from submitted references